

American Consulate General Regional Procurement Support Office (RPSOFR)

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July 18, 2016

PRE-SOLICITATION NOTICE

Solicitation No.: SGE500-16-R-0127

The American Consulate General, Frankfurt provides the following Pre-Solicitation Notice regarding the issuance of a Request for Proposal (RFP) for:

Janitorial Services at the Consulate General Office Building at Königinstrasse 5, Munich, Germany

The Regional Procurement Support Office Frankfurt, Germany, intends to issue a Request for Proposals (RFP), under full and open competition procedures for janitorial services at the Consulate General Office Building in Munich, Germany.

The successful Contractor shall furnish managerial, administrative, and direct labor personnel to perform janitorial services in all designated areas of the building including, but not limited to, halls, offices, work areas, entrance ways and lobbies as outlined in the Solicitation. All supplies and equipment necessary to perform the janitorial services such as mops, brooms, dust rags, detergents, cleaners, etc. shall be provided by the contractor.

The United States Consulate General Office Building (CGOB) is located at Königinstrasse 5, 80539 Munich, Germany. The overall square meters to be maintained are approximately 3,706 square meters. The estimated total square meters for window are approximately 2,050 square meters. Additionally cleaning of TDY apartments (approximately 60 square meters) will be required on as needed basis.

The janitorial services required shall consist of Standard Basic Services and Temporary Additional Services. Basic Services are defined as day-to-day cleaning requirements to maintain the standard of the cleaning requirements. Temporary Additional Services are services defined as Basic Services required to be performed at times other than the normal workday and shall be carried out on an hourly, as-needed basis. These services may also be used to support special events at post and to accomplish supplementary services.

Daily regular services, such as cleaning of office space, walkways and bathrooms, shall be performed on regular work days between 07:00 to 16:00 hours. Other services shall be in accordance with bi-weekly, monthly, quarterly, semi-annually or annual schedules. Special projects, such as floor waxing or seal coats as well as shampooing of the entire surface of

carpets will be performed during normal business hours as directed by the Contracting Officer's Representative (COR).

It is anticipated that there will be one (1) Base Year and four (4) Option Years. RPSO intends to issue the Solicitation Package in August 2016, with a pre-proposal conference and site visit to be announced at a later date. Contract award is anticipated in September 2016, with an estimated contract start date September/October.

NOTE: Registration in the System for Award Management Registration (SAM) is a mandatory requirement in order to be considered for award. Offerors may obtain information on registration and annual confirmation requirements via the internet at the help tab of https://www.sam.gov.

Qualified companies interested in participating in this project may express their interest by written correspondence to the attention of Mr. Hartmut Christe, RPSO Contract Specialist, at the above e-mail address, <u>no later than close-of-business Friday July 29, 2016</u>, using the Solicitation Number: SGE500-16-R-0127 in the subject line. All requests for a copy of the Solicitation <u>MUST</u> include the following information:

- Name of Company,
- Point of Contact,
- Telephone Number(s),
- Email Address and
- Complete Physical Mailing Address of Firm.

Solicitation and award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.

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Tandra A. Jones Contracting Officer